

Department-Wide Information Dissemination and Policy Making Vehicles

DOECAST

<u>Owner</u>	Executive Secretariat, MA-7
<u>Purpose</u>	Quick DOE-wide information dissemination via E-mail. Includes executive messages and information about important events or development opportunities for Department and contractor staff
<u>Process</u>	Submit to MA-7 for review and publication

Field Management Council Review

<u>Owner</u>	Deputy Secretary as Departmental COO (Administered by the FMC Secretariat)
<u>Purpose</u>	Quick-turnaround high-level review by senior HQ and Field management of cross-cutting policy and guidance that impact the Field. Includes policy memoranda, data calls, guidance and direction documents, memoranda initiating rulemakings, and Directives
<u>Process</u>	<ul style="list-style-type: none">• Headquarters staff and support offices submit tasking requests electronically to the FMC Secretariat• Secretariat circulates actions electronically to PSOs and Field Offices for a brief review, typically five days• Secretariat facilitates resolution of issues arising from reviews (issues at impasse are presented to the Deputy Secretary for decision)• The Secretariat notifies the originating office when an action has been approved by the Deputy Secretary

Directives

<u>Owner</u>	Office of Management and Operations Support, MA-4
<u>Purpose</u>	Promulgation of cross-cutting Departmental Policies, Orders, Notices, Manuals, and Guides which are intended to direct, guide, inform, and instruct employees of more than one DOE organization in the performance of their jobs. Directives institutionalize and make readily available policies, information, guidance and instruction that has been determined to be of an enduring nature. Directives are enforceable against DOE prime contractors if incorporated in the contract pursuant to the standard Laws, Regulations and Directives clause.
<u>Process</u>	<ul style="list-style-type: none">• Originating offices submit requests in writing to MA-4• Document sent to editors• Analyzed to determine immediate need for FMC review - if so then to FMC process• Entered into REVCOM for 30 or 45 day review• Comments resolved by originating office and final document returned to MA-4• MA-4 analyzes end product and recommends FMC review• Publish final Directive and post on Explorer

Technical Standards

Owner Office of Environment, Safety and Health
Purpose The DOE Technical Standards Program (TSP) implements Pub. L. 104-113 and OMB Circular A-119 (requiring the use of voluntary consensus standards), and provides an infrastructure for developing and managing DOE Technical Standards. Technical Standards are enforceable against DOE prime contractors only if incorporated in the contract pursuant to the standard Laws, Regulations and Directives Clause.

Process

- CSOs and heads of field organizations implement the Technical Standards Program through their DOE Component Technical Standards Manager.
- Environment, Safety and Health administers the Technical Standards Program
- DOE Technical Standards are developed, coordinated, and approved in accordance with DOE Technical Standards Program Procedures (posted on TSP Home Page)
- Coordination period is 60 days
- Originator resolves comments. Disputes are elevated to senior line manager
- Final Standard submitted for approval to the appropriate HQ or field office senior line manager
- Standard is published on the DOE Technical Standards Home Page

Federal Register Documents (Notices and Rules & Regulations (Proposed and Final))

Owner General Counsel
Purpose *Notices* - Public notice of information to be published in the Federal Register
Rules & Regulations - Publication and public notice of Federal agency requirements that are to be incorporated into the Code of Federal Regulations.

Process

- Originating offices draft documents in consultation with programmatic Assistant General Counsels
- Documents are submitted to the DOE Federal Register Liaison Officer located in the Assistant General Council for Regulatory Law, which reviews documents for compliance with the Administrative Procedure Act, Executive Orders on rulemaking, and Office of the Federal Register requirements, and submits them to the Federal Register for publication

Procurement Policy and Guidance

Owner Office of Procurement and Assistance Management (MA-5)
Purpose Provides standardized guidance to DOE acquisition personnel.
Vehicles:

1. *Acquisition Regulation (DEAR)*. Supplements the Federal Acquisition Regulation (FAR) with regulatory policy for the Department's procurement activities.

2. *Acquisition and Financial Assistance Letters*. Provide short-term (1 to 2 years) policy and procedural guidance on DOE procurement and financial assistance activities. Subject matter generally limited to Contracting Officer and Head of Contracting Activity responsibilities within the Procurement Executive's "line of authority."
3. *Acquisition Guide*. Provides long-term non-regulatory guiding principles, best practices and internal Departmental procedures to both the procurement and program communities within DOE.

Process

- Draft memoranda initiating rulemakings for DEAR rules, and Letters submitted to FMC for review and approval.
- Post FMC review, the DEAR rules are published in the Federal Register; Letters are circulated to the DOE procurement community for implementation.

Government Performance and Results Act Documents

Owner Chief Financial Officer

Purpose Provides: (1) an integrated framework for strategic and program planning throughout the Department, and (2) a mechanism for tracking and reporting Departmental performance to DOE senior management, the President, OMB, and Congress. The major products are the Department's Strategic Plan, Annual Performance Plans (submitted with the budget proposals), Performance Agreements with the President, and the performance results in the Performance and Accountability Report

Process Input is received from all DOE elements on a regular schedule for input to the various GPRA documents. The documents are published by the CFO as required by statute and Secretarial direction